

TITLE, SERIES, GRADE: Budget Analyst, GS-560-07/09

SALARY RANGE: GS-07: \$39,300 - \$51,124 per annum
GS-09 :\$48,108 - \$62,546 per annum

PROMOTION POTENTIAL: GS-13

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-KS-DEU- 029

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 03/28/08

CLOSING DATE: Until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Executive Office of the Organized Crime Drug Enforcement Task Forces (OCDETF), Washington, DC

NUMBER OF VACANCIES: 2 Positions

THE CUT-OFF FOR THIS POSITION WILL BE THE END OF EACH MONTH UNTIL THE POSITIONS ARE FILLED.

The incumbents serves as a Budget Analyst for the Executive Office of OCDETF. The incumbent is responsible for assisting in the planning, formulation and executive activities related to the OCDETF Program budget of the Interagency Crime and Drug Enforcement Appropriations account of the Department of Justice. The position is located in the Executive Office of OCDETF, Criminal Division, U.S. Department of Justice.

The OCDETF Program is a nationwide Program which combines the resources and techniques of member agencies in concentrated, long-term investigations designed to attack and destroy major narcotics trafficking and money laundering organizations. The OCDETF Executive Office is responsible for the management and administration of the Interagency Crime and Drug Enforcement appropriation account which provides resources to reimburse federal agencies for their participation in the OCDETF Program.

JOB SUMMARY

- Assists the Budget Director in ensuring that OCDETF management obtains the maximum benefit from financial resources without sacrificing efficiency, violating statutes, regulations or program policies through the development and analysis of budgetary reports.
- Provides the necessary analysis in the development of comprehensive budget submissions for the OCDETF Program.

- Develops presentations and justifications for the annual budget requests for staff of Justice Management Division, Office of Management and Budget, Office of National Drug Control Policy and Congressional budget submissions.
- Prepares supporting documentation for Program Management on the budget process prior to departmental and congressional hearing; prepares extensive and thorough hearing briefing books and other materials, supports the efforts of OCDETF member agency budget analysts and program officials.
- Monitors and analyzes the OCDETF Program's performance related to its GPRA goals and measures to ensure that this information is appropriately integrated into the budget process.
- Serves as a liaison between internal Department of Justice components and other government agencies to oversee and execute reimbursable agreements.
- Prepares periodic correspondence and briefing materials to keep senior program managers and other appropriate individuals informed of resource management issues occurring throughout the Program.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE: is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

For the GS-07 level: One year of specialized experience equivalent to the GS-05 level which has consisted of obtaining, compiling and summarizing narrative information and quantitative data for use by others in the office; verifying the costs of line items in the budget and entering the costs in standard forms and schedules; and/or extracting budget and program data from computer printouts of accounting records, forms, and reports for use by co-workers

For the GS-09 level: One year of specialized experience equivalent to the GS-07 level which has consisted of determining whether obligations, expenditures and allotments are within funding limitations of an approved budget; compiling analyzing and making corrective entries to income, operating expenses, and budget; compiling and organizing large amounts of information; and producing documents, forms, and correspondence.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree

(such as LL.B and J.D.).

REQUIREMENT for Superior Academic Achievement (SAA). SAA is based on (1) class standing; (2) grade-point average, or (3) honor society membership.

1) Class Standing - applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or School of Business Administration, based on completed courses

OR

2) Grade Point Average - applicants must have a GPA of:

a) 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on four (4) years of education, or as computed based on courses completed during the final two (2) years of the curriculum;

OR

b) 3.5 or higher out of a possible 4.0 ("B+ or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final two (2) years of the curriculum.

OR

3) Election of membership in a national scholastic honor society.

Evaluation Methods: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the federal budgeting process, i.e. formulation, presentation, execution and administration.
- 2) Ability to correlate and analyze large amounts of narrative and statistical material.
- 3) Skill in the development and use of automation technology as applied to budget reporting, tracking, and monitoring of financial status.
- 4) Ability to analyze data, including use of spreadsheets.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any

other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

***If after review of your application/resume, you are found qualified at the GS-07 level, based on relevant

experience and/or education you will be contacted by this office. Additional information will be provided to you to further complete the application process

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in government envelopes will not be considered. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- Time-in-grade requirements must be met by the closing date of this announcement.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918